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| Annual Contract Competitive Proposal Request | CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION | RESPONSES MUST BE RECEIVED BY: 08/09/2021 11:00 AM CST |
| TITLE: A21-0402 – Janitorial Services for EBR Parish Library System | | RETURN BID TO: PURCHASING DIVISION |
| FILE NO: 21-00402 REQ NO: AD DATES: 07/20/2021 & 07/27/2021 | | Mailing Address: PO Box 1471 Baton Rouge, LA 70821 Physical Address: 222 St. Louis Street 8 th Floor Room 826 Baton Rouge, LA 70802 |
| SHIP TO ADDRESS: Various Locations in EBR Parish (See Attached) | | Contact Regarding Inquiries: Purchasing Analyst : Mark W White Telephone Number: 225-389-3259 x 314 Email: mwhite@brla.gov |
| VENDOR NAME | MAILING ADDRESS | |
| REMIT TO ADDRESS | CITY, STATE, ZIP | |
| TELEPHONE NO. NO. | FAX NO. | E-MAIL |
| FEDERAL TAX ID OR SOCIAL SECURITY NUMBER | | TITLE |
| AUTHORIZED SIGNATURE (Required) | | PRINTED NAME |

QUESTIONS TO BE COMPLETED BY VENDOR:

1. _____ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER
2. _____ % discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.
3. _____ STATE ENUMERATED ADDENDA RECEIVED (IF ANY)

F.O.B.: DESTINATION - PAYMENT TERMS: NET 15

ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation. **Bid must be signed in the designated space above and by person authorized to sign for bidder.**

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS FOR ANNUAL CONTRACT A21 - 0402

Bidders are urged to promptly review the requirements of these specification, terms and conditions and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications, terms and conditions are clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification, terms and conditions documents will not be considered after bids are opened.

1. **Read the entire bid**, including all terms and conditions and specifications.
2. This proposal is to establish firm prices for materials supplies and services for the contract period shown. Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.
3. The contract shall be firm through the period indicated on the cover sheet. Upon agreement of both the contractor and the City - Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same.
4. Proposals are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive proposals. Bidders should rely only on advertisements in the local newspaper, and should personally pick up proposals and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
5. The contract title, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
6. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances. **NO** faxed or emailed bids will be accepted.
7. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
8. Except for bids submitted through the www.bidexpress.com on-line bidding site, bids shall be accepted only on proposal forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. The City - Parish will only accept bids from those bidders in whose names the proposal forms and/or specifications were issued. Altered or incomplete proposals, or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire proposal package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Division as the bid.
9. All proposals must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.

10. All proposals must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
11. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within five (5) days.
12. Written addenda issued prior to bid opening which modifies the proposal shall become a part of the proposal for bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
13. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
14. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders should submit product label, safety data sheet and EPA registry number with bid or within five (5) days of request from purchasing office. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
15. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor.
16. The City - Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
17. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
18. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are exempt from state and local taxes.
19. The City - Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
20. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?

YES___NO___. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.

21. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
22. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
23. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
24. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
25. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).
- A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.
26. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
27. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://city.brla.gov/dept/purchase/bidresults.asp>.
28. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.

29. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

30. The City of Baton Rouge, Parish of East Baton Rouge launched a new Enterprise Resource Planning (ERP) system, Vendor Self Service (VSS) via Munis. VSS replaced the legacy vendor database and will be used by all departments and agencies citywide.

Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at <http://brla.gov/vss>. Vendors are encouraged to review the step by step <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF> before beginning the registration process which may be assessed at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF>.

Additional information regarding how to do business with EBR City-Parish is available at: <https://www.brla.gov/DocumentCenter/View/678>.

We also post our scheduled bid openings, as well as unofficial bid tabulations after the bids have opened at <http://city.brla.gov/dept/purchase/bids.asp>.

Note: Commodity codes are required for setting up your profile. These numbers tell us what commodities and services that you can provide. When agencies request products or services, our buyers pull directly from these numbers to send out solicitations, bids, and quotes. The first 3 numbers are the class numbers; the subclasses are two digit numbers that better describe the commodity or service. For questions regarding commodity codes, please contact the City of Baton Rouge purchasing office at (225) 389-3259 Ext 0.

Important! - A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.

FEDERAL CLAUSES, IF APPLICABLE.

I. Remedies for Breach

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

II. Termination and Settlement

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

III. Access to Records

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

IV. Equal Employment Opportunity

Bidder acknowledges that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18 U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

VI. Davis-Bacon Act

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms Under Governments Grants, Contracts, and Cooperative Agreements"

IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

ADDITIONAL REQUIREMENTS FOR THIS BID

- The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees, agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City - Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City - Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor and resulting from the negligence, commission or omission of any act by the Contractor, or Contractor's officers, employees, agents or subcontractors.
- If work is to be performed on site, contractor shall furnish proof of insurance as required in specifications.
- Payment terms for services will be **Net 15** days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.
- The City-Parish reserves the right to cancel this contract with thirty (30) days written notice.
- Bidder should submit with bid proof of employee experience as outlined under Contractor Requirements stated herein, or must be provided within five (5) days of request from the Purchasing Division.
- **Termination for Cause:** The City-Parish may terminate this Contract for default by giving the contractor written notice thereof, specifying with particularity each such default. After the **first** such notice of default, Contractor shall have ten (10) days after receipt of notice to cure or take reasonable steps to cure the default. If the contractor fails to cure or take reasonable steps to cure the default within such ten-day period, the City-Parish may declare this Contract, as appropriate, terminated. In the event of a **second** notice of default, whether for the same or a different infraction of contractual obligations, the contractor will be given five (5) days to cure the default. If a **third** notice of default should become necessary, the contract may be terminated upon notification of said default.
- **Termination for Convenience:** The City-Parish may terminate this Agreement at any time by giving thirty (30) days written notice.
- **Termination for Non-Appropriation Clause:** Should the Invitation to Bid result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing the City-Parish to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated.
- **SDSs SHOULD BE SUBMITTED WITH BID OR WITHIN FIVE (5) DAYS OF REQUEST FROM PURHASING OFFICE– FAILURE TO PROVIDE WILL DEEM YOUR BID AS NON-RESPONSIVE:**

All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Additionally, Contractor must submit product labels, safety data sheets (SDS) (formerly material safety data sheets) and EPA registry number to the agency prior to work commencing. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause to the contract being canceled.
- **All items must be bid, A blank space, Zero, or NA may be considered as NO BID:** Zero (0), N/A or a blank space on the Schedule of Bid Items page may be considered NO BID and may cause your bid to be deemed non-responsive. If your intention is NO Charge, please write that in the Unit price column.

- **Cybersecurity Training Requirement:** Contractor, including all principals, sub-contractors and employees who require access to City-Parish information technology assets, shall complete the cybersecurity training required by La. R.S. 42:1267 and furnish the City Parish proof of said completion prior to being granted access to said assets.
- **Mandatory Pre-Bid Conference and Mandatory Job Site Visits:** Failure to attend pre-bid conference and job site visits will cause your bid to be deemed non-responsive.
- **Ethics:** Vendors and service providers are responsible for adhering to the Louisiana Code of Governmental Ethics throughout the duration of this contract. As such, vendors and service providers shall be responsible for determining and ensuring that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded a contract with the City/Parish.
- **Force Majeure:** In case by reason of force majeure either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement, then except as otherwise expressly provided in this Agreement, if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, the obligations of the party giving such notice (other than the obligations of the Agency to make the payments required under the terms hereof, or to comply with the terms, conditions and requirements of this contract hereof), as far as they are affected by such force majeure, shall be suspended during the continuance of the inability then claimed which shall include a reasonable time for the removal of the effect thereof, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "force majeure," as employed herein, shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the public enemy, orders of any kind of the Government of the United States or of the State or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrest, restraining of government and people, civil disturbances, explosions, partial or entire failure of utilities, shortages of labor, material, supplies or transportation, or any other similar or different cause not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of existing or impending strikes, lockouts, or other industrial disturbances shall be entirely within the discretion of the party having the difficulty and that the above requirements that any force majeure shall be reasonably beyond the control of the party and shall be remedied with all reasonable dispatch shall be deemed to be fulfilled even though such existing or impending strikes, lockouts, and other industrial disturbances may not be settled but could have been settled by acceding to the demands of the opposing person or persons.

Due to the COVID-19 emergency situation and in light of the Louisiana Governor's Proclamation Number JBE 2020-30, the City of Baton Rouge and Parish of East Baton Rouge, Purchasing Division, is temporarily suspending in-person attendance by vendors at public **bid openings** for bids published by our office.

Any vendor who would like to listen to the opening of this bid can access the following link, at the date and time of this bid opening:

Join by phone

+1-408-418-9388 United States Toll

Access code: 263 373 080 (followed by the # button)

Alternate numbers to call if number above is not available, which may occur due to network traffic (use the same Access Code, followed by the # button):

United States Toll (Boston) +1-617-315-0704

United States Toll (Chicago) +1-312-535-8110

United States Toll (Dallas) +1-469-210-7159

United States Toll (Denver) +1-720-650-7664

United States Toll (Jacksonville) +1-904-900-2303

United States Toll (Los Angeles) +1-213-306-3065

This link will provide you with live audio access to this bid opening. The link will be live at the noted bid opening time and date.

Mandatory Pre-bid Conference & Mandatory Job Site Visits

Mandatory Pre-Bid Conference:

When: **07/29/2021**
Time: 9:00 A.M.
Location: Goodwood Main Branch Library
Board Room
7711 Goodwood Blvd.
Baton Rouge, LA 70806
Contact: Rhonda Leger Pinsonat, Library Business Manager
Phone: 225-231-3705

Mandatory Job Site Visits:

The mandatory job site visits will begin immediately following the pre-bid conference on **July 29, 2021** and continue on **July 30, 2021, at 9:00 a.m.**, Goodwood Main Branch Library, Board Room, 7711 Goodwood Blvd., Baton Rouge, LA 70806, until all buildings have been visited. **ONLY** companies represented at the **pre-bid conference AND individual job site visits** shall be considered for award through this Invitation to Bid.

The order of site visits will be determined at the pre-bid conference.

Please be prepared to visit buildings the majority of the day **July 29, 2021 & July 30, 2021**, as site visits will not be re-scheduled for convenience.

Vendor sign-in forms must be signed before leaving each facility. It will be the responsibility of the bidder to ensure that a representative from their company signs all attendance sheets at pre-bid conference and at each job site visit location. Failure to attend pre-bid conference and mandatory job site visits will cause your bid to be deemed non-responsive. Additionally, only bidders who attended the Pre-Bid Conference and initial site visits may participate in the 2nd day of job site visits.

Questions regarding the pre-bid conference or job site visits may be directed to Rhonda Leger Pinsonat, Library Business Manager, 225-231-3705.

- **INQUIRY PERIOD:** An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any **written questions** relative thereto. *Without exception*, all questions **MUST** be in writing and received by 5:00 pm on the Inquiry Deadline date **08/02/2021**. Inquiries shall not be entertained thereafter. Inquiries are to be directed as follows:

Hand Delivered or by Courier
Mark W. White, Purchasing Analyst II
City-Parish Purchasing Department
222 St. Louis Street, Room 826
Baton Rouge, LA 70821

By email: mwhite@brla.gov

By fax: (225) 389-4841

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

A. Commercial General Liability on an occurrence basis as follows:

| | |
|----------------------------|--------------|
| General Aggregate | \$2,000,000 |
| Products-Comp/Op Agg | \$ 1,000,000 |
| Personal & Adv Injury | \$ 1,000,000 |
| Each Occurrence | \$ 1,000,000 |
| Fire Damage (Any one fire) | \$ 50,000 |
| Med Exp | \$ 5,000 |

B. Business Auto Policy

| | |
|--|-------------------------------------|
| Any Auto, or Owned, Non-Owned & Mired | Combined Single Limit \$ 300,000 |
|--|-------------------------------------|

C. Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.

D. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.

E. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.

F. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

G. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge
Attn: Purchasing Division
Post Office Box 1471
Baton Rouge, Louisiana 70821

**CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
PURCHASING DIVISION**

Method Of Award: Awards may be by individual location or grouped by proximity, whichever is in the best interest of the City-Parish. The following locations may be awarded together to the overall lowest responsive bidder for the group. The award for this contract will be made as deemed is in the best interest of City-Parish.

Formula For Calculating Price: (per month, per occurrence, and per year):

Monthly Price / Per Occurrence Price: Approx. SQ. FT. x Price per SQ. FT. = Price per Month / per Occurrence

Annual Price: Price per Month x 12 = Price per Year

NOTE: The frequency of the service being provided is not a part of the formula for calculating the lowest bid amount.

By request items are also part of the total for each location.

| Group A - LOCATIONS | Group B - LOCATIONS | Group C - LOCATIONS |
|--|--|-----------------------------------|
| Baker Scotlandville Delmont Gardens Pride-Chaneyville Zachary | Central Greenwell Springs Jones Creek Bluebonnet Fairwood | Carver Eden Park |

EBR Parish Library System Locations

1. Baker Branch Library, 3501 Groom Road, Baker, LA
2. Scotlandville Branch Library, 7373 Scenic Highway, Baton Rouge, LA
3. Delmont Branch Library, 3351 Lorraine Street, Baton Rouge, LA
4. Pride-Chaneyville Branch Library, 13600 Pride-Port Hudson Rd., Pride, LA
5. Zachary Branch Library, 1900 Church Street, Zachary, LA
6. Central Branch Library, 11260 Joor Rd., Baton Rouge, LA
7. Greenwell Springs Road Regional Library, 11300 Greenwell Springs Road, B.R., LA
8. Jones Creek Regional Library, 6222 Jones Creek Road, Baton Rouge, LA
9. Bluebonnet Regional Library, 9200 Bluebonnet Blvd., Baton Rouge, LA
10. Fairwood Branch Library, 12910 Old Hammond Hwy., Baton Rouge, LA
11. Carver Branch Library, 720 Terrace Avenue, Baton Rouge, LA
12. Eden Park Branch Library, 5131 Greenwell Springs Road, Baton Rouge, LA

Specifications:

Specifications for Janitorial Service For the East Baton Rouge Parish Library System June 2021

GENERAL: It is the intent of this proposal to establish prices for an all-inclusive Janitorial Service contract for each library listed. The square footage to be cleaned is approximate for each location. Sufficient personnel must be furnished to perform work efficiently and in a reasonable amount of time. It is the responsibility of the contractor to provide personnel who are well-trained.

The contractor must inform their employees of the requirements of the contract and must also provide orientation as to the particular library branch they will be working.

The city reserves the right to add or subtract square footage from this contract as offices move in or out of the various buildings. The square foot rate bid on the buildings in this contract will be the sq. ft. rate used for the addition or deletion of space for the buildings in this contract. In the event square footage is added or deleted, monthly billing will be pro-rated accordingly and an official amendment to the contract will be issued by the Purchasing Division.

The square footage figures are listed for bidder convenience and no guarantees are made concerning their accuracy. The Contractor is responsible for verifying the size and condition of the facility.

The Contractor is to contract for goods, services, and employment in his firm's name only, and will not implicate the City of Baton Rouge / Parish of East Baton Rouge, here after referred to as "Agency", directly or by inference in these transactions. The Contractor is to be in all respects an independent Contractor and none of his/her employees are to be regarded as employees of the Agency. The contract is not to be assigned or transferred by the Contractor to any subcontractor or franchisee, or any other party during the term of the contract without approval of the City Parish.

The terms and conditions of this contract cannot be changed, altered, or modified in any way without the advance written approval of the Agency. If, because of reasons beyond the control of the Agency (e.g. fire), business operation in all or part of the building is interrupted or stopped, the Agency shall have the right to terminate this contract upon ten (10) days certified written notice without any penalty thereof.

The Contractor shall not allow any person less than 18 years of age or any person that is not on the Contractor's payroll in the facility at any time.

All Contractor personnel are expected to work in a manner which will maintain the security and best interests of the City of Baton Rouge, East Baton Rouge Parish, hereafter referred to as the Agency. The Agency reserves the right to require the Contractor to dismiss any employees deemed careless, insubordinate, or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best interest of the Agency. The Contractor agrees that during the term of this contract, he and his employees will conduct themselves in a careful and prudent manner and that he will not permit the facility to be used for purposes other than those specified herein.

The Contactor shall provide all supervision, labor, insurance, cleaning materials, solvents, waxes, supplies, machinery and equipment (in good condition) to perform the janitorial and related services in accordance with the requirements of this contract. Contractor shall plan, coordinate, schedule, and assure effective performance of all services described herein. Sufficient personnel must be furnished by the Contractor to perform work efficiently and in a reasonable amount of time. Contractor will provide supervision of janitorial services as outlined herein. The agency representative shall oversee the contracted service.

The Contractor will be directly responsible for any and all damages to the buildings or its contents caused by Contractor employees.

The Contractor will hold and save the Agency, its officers, agents, and employees harmless from liability of any nature or kind including costs and expenses for or any account of lawsuit or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of performance of this contract by the Contractor or its agents.

The Contractor will be directly responsible for compliance with all Agency policies, security measures, and vehicle regulations. Any Contractor employee who is found to be in violation of this policy will be subject to immediate dismissal.

The Contractor shall purchase all licenses necessary for the conduct of these operations and pay all applicable local, state, and federal taxes.

The Contractor will procure insurance as per attached insurance requirements, and shall show evidence of such insurance in the form of Certificates of Insurance prior to the contract beginning.

All services performed, material furnished or utilized in the performance of services, and workmanship in the performance of services, shall be subject to inspection by the Agency to the extent practicable, during the term of the contract. All inspections by the Agency shall be made in such a manner as not to unduly delay the work.

The Contractor is responsible for cleaning and servicing all interior space of the buildings listed in this bid, with the following exceptions, which will be the responsibility of the Agency personnel to maintain:

- All mechanical rooms, heater rooms, fan rooms, electrical rooms, etc.
- The inside of cabinets, cupboards, drawers, etc.
- Computer Division Server Rooms

In case an emergency condition exists, (such as flooding of a particular section of a building), the Contractor shall divert his force, or such part thereof as deemed necessary by the Agency Representative from their normal assigned duties to meet the condition. When these employees are no longer needed, they shall be directed by the Contractor to return to their normal duties and the Contractor shall not be penalized for the portion of the normal daily work which otherwise would have been performed but was neglected.

Sufficient personnel shall be furnished to perform work efficiently and in a reasonable amount of time. Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. All personnel are required to wear a uniform, and the use of cell phones is prohibited. All personnel will receive close and continuing first-line supervision by the Contractor. Any non-compliance with terms of qualification will be cause for removal from the buildings. The Contractor is responsible for ensuring that his employees do not disturb papers on desks, open desk drawers, or cabinets, or use Agency computers, fax machines, telephones, copy machines.

CONTRACT MANAGER: The Contractor shall provide the name, address, telephone number, fax number, and an email address for the Contract Manager in writing. This information must be kept current throughout the contract, with written notice given to the Agency representative, currently Rhonda Pinsonat. RPINSONAT@brla.gov

Functioning telephone, cell phone numbers and e-mail addresses that can accept voice mail communications or electronic transmissions must be maintained by the Contract Manager. Any change in telephone, cell phone numbers or e-mail addresses must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

All calls, texts, and pages shall be returned within a two hour period. Functioning telephone, cell phone numbers and email addresses must be maintained by the Contract Manager. Failure to return calls and pages within two hours will constitute grounds for placing Contractor in default. The Contract Manager is responsible for the management and scheduling of work to be performed under this contract. Any person filling this position must have prior approval of the Agency. Any change in telephone, cell phone, or email addresses must be available to the Agency representative within twenty-four (24) hours. Failure to report these changes will constitute grounds for placing the Contractor in default.

ON-SITE SUPERVISOR: The Contractor shall provide the name, address, and telephone number of the on-site supervisor in writing to the Agency representative. The term "On-site supervisor" means a person designated by the Contractor who has full authority to act on behalf of the Contractor on a day-to-day basis at the work site. Any person filling this position must have prior approval. Any change in telephone/cell numbers must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

Contractor will meet with City-Parish representative prior to the contract commencing to discuss contract service requirements.

Each library has designated a minimum number of janitorial employees required, but vendor may provide more than the minimum number of staff if vendor deems necessary in order to comply with the requirements of the contract.

The library branches will furnish the following:

- Electrical power at existing outlets for the Contractor to operate such equipment as is necessary in the conduct of work.
- Hot and cold water as available.
- Space in the buildings for the storage of an inventory of supplies and equipment, which will be used in the performance of the work under the contract.

The Contractor shall furnish all cleaning supplies, mops, brooms, cleaning disinfectants, cleaning rags and towels and all other items and materials necessary for the performance of the work of this contract and to maintain the cleanliness and sanitation of the building at no additional charge to the Agency unless otherwise specified herein. If the Contractor does not provide proper supplies, the Contractor will be deemed to be in default.

Contractor shall supply all cleaning equipment, heavy duty commercial type vacuum cleaners meeting or exceeding EPA emission standards, and vacuum accessories/equipment for vacuuming upholstered furniture, carpet and hard floor surfaces is required. Equipment with frayed cords is prohibited.

The Contractor is responsible for providing all Safety Data Sheets applicable to the products and chemicals being furnished by him under this contract. All products shall have an Environmental Protection Agency Registry number and have an SDS available for the Library Representative prior to use in any facility.

Contractor will furnish the following supplies:

- two (2) ply white toilet tissue,
- white hand towels,
- trash bags, for all wastebaskets throughout the building (various sizes, as needed).
- foam and/or liquid hand soap,
- foam and/or liquid hand sanitizer
- air fresheners,
- urinal deodorizer discs/cakes,
- toilet seat cover dispensers,
- disposable toilet seat covers, and
- time-released deodorizers

Note: Contractor will monitor the supply levels and reorder as needed. At no time should there be less than a 2 day supply at each branch location.

Contractor must order and deliver a sufficient quantity of janitorial supplies in a timely manner. Delivery of supplies is to be made in the presence of library staff. Library staff will count and sign off on the delivery of supplies.

Heavy duty commercial type vacuum cleaners for carpet and hard floor surfaces, and vacuum accessories/equipment for vacuuming edges and corners of floors, mini-blinds and upholstered furniture is required. Vacuum cleaners must be HEPA rated vacuum floor cleaning devices. Equipment with frayed cords is prohibited.

An area secured by keypad entry is provided for storage of janitorial equipment. This area must be kept clean and odor free. The janitorial storage area door must be locked when not in immediate use. No supplies will be stored in hallways, doorways, stairwells, or around any telecommunications equipment. At no time will janitorial equipment block access to any specific area. Although designated storage areas are provided for storage of Contractor's equipment, materials, and supplies, the Agency shall not be responsible or liable for such equipment, materials, or supplies and the security thereof.

Library contact names will be distributed to the successful bidder upon implementation of the contract. Beginning and ending work hours for each library will be specified by the library. Janitorial staff must work only during the working hours specified by the library.

The successful bidder must provide to the library Business Office a written schedule of janitorial staff names and hours scheduled to work and the janitorial company must update the information as staff changes occur. Contractor must also indicate the number of breaks allowed each janitorial employee, the time of each break and time of the lunch hour.

The library Business Office must be notified in writing of janitorial staff absences, and vendor plans for substituting employees so that there is a continuous work flow. The library reserves the right to reduce the contract amount for non-performance of duties.

CONTRACTOR EMPLOYEE REQUIREMENTS: Contractor must advise all janitorial employees that papers, files, desk drawers, or any City-Parish property within the building should not be disturbed. Janitorial staff must not ask library employees for money nor must janitorial staff ask library staff to assist in any type of janitorial duties. Personal telephone calls and socializing must be limited to lunch and break periods. Library telephones are restricted for personal use and contractor's employees may only use telephones specified by library staff. Books and newspapers must not be removed from designated areas.

Contractor's employees must wear an identifying company name or logo imprinted on items such as hat, vest, jacket, shirt, etc., while on duty. Contractor must require telephone verification from each employee upon arrival and departure from the work site each day. Contractor must supply a sign-in/sign-out sheet at each location for their staff. Each entry must be verified by the designated library staff member for that day. The library Business Office will maintain ownership of the sign-in sheets.

Contractor must provide federal background checks and drug testing/screening reports on all janitorial staff working at the libraries. The City also reserves the right to request additional drug screens for janitorial staff for reasonable cause. Any janitorial staff that tests positive on any drug screen(s) shall be immediately dismissed. It is at the discretion of the City to determine acceptability of Contractor's employees based on findings derived from criminal background checks. Background checks and drug screening reports must be provided to the Library business manager prior to employees working at any library location.

Contractor must provide a supervisor to make bi-weekly inspections/assessments of janitorial staff at each library.

PERFORMANCE OF SERVICE: All areas are to be maintained seven (7) days a week excluding holidays. For planning purposes depending on location and day of the week, janitorial personnel will normally be working anywhere from 9:00 a.m. – 8:00 p.m. daily as specified. Hours of work may be adjusted by the Agency based on services required. Each facility will designate a library representative to act as liaison for coordination with the Contractor crew leader and/or their supervisor. This representative will also inspect all work on a daily basis. Should the contractors performance fall below the levels specified in this document, the Contractor will receive written notice as to such defects and a prorated fee will be deducted from the monthly invoice. Should the unsatisfactory performance continue, the contract will be TERMINATED in accordance with the default and termination provisions outlined herein.

HOLIDAYS: No cleaning will be required on holidays. The dates may change nevertheless the holidays remain: New Year's Day, Martin Luther King's Birthday-Monday, Mardi Gras - Tuesday, Good Friday, Easter Sunday, Memorial Day - Monday, Independence Day, Labor Day - Monday, Thanksgiving Day - Thursday, Christmas Eve, Christmas Day, and New Year's Eve.

Quality Control Program: The Contractor will establish a complete daily quality control program to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract or within a time agreed upon between the Agency contact person and Contractor, the Contractor shall submit a copy of his/her program to the Agency contact. The program shall include, but not be limited to the following:

- a. An inspection system covering all the services stated in the schedule. A checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections.
- b. The checklist shall include every area of the operations serviced by the Contractor, as well as, every task required to be performed.
- c. A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable.

ABSENTEEISM: The Contractor shall provide relief personnel as necessary to ensure that each assignment is performed daily per contract specifications regardless of employee absenteeism.

SPECIAL NOTICE: If any services are not in conformity with the requirements of the contract, the Owner shall have the right to (a) require the Contractor to immediately take necessary steps to perform the services in conformity with the requirements of the contract; and (b) make monetary deductions based on the value of the square footage of the defective area to reflect the reduced value of the services performed.

BIDDER'S QUALIFICATIONS:

Bidder **MUST** be an established business having at least three (3) years satisfactory experience in full-service janitorial maintenance. Bidder **MUST** have satisfactorily performed in comparable facilities, under a comparable scope of work, for a period of not less than two (2) years. Bidder **MUST** have satisfactorily completed one (1) project of approximately two-thirds (2/3) or more of the square footage on which he is bidding. (Please see the schedule of bid items for the square footage of the various facilities.)

Each bidder should attach an organizational profile of their company, including but not limited to the following information:

1. The year the company was formed.
2. Total number of years of company janitorial experience.
3. Total number of custodial employees employed with the company.
4. Total number of businesses (not residential) and/or comparable facilities under contract for janitorial services.
5. Total number of custodial employees (full-time and part-time) as well as management personnel bidder intends to utilize for this contract.
6. Type of janitorial services performed.

Documentation of qualifications **should be submitted with bid**, or **must** be submitted within five (5) days of request by the Purchasing Division. Failure to comply with this requirement will eliminate bidder from further award consideration.

REFERENCES:

CONTRACTOR REFERENCES:

The Contractor **MUST** submit at least two (2) references from facilities where similar services have been successfully performed within the last five (5) years.

Each Reference **MUST** include the following information:

1. Name and address of facility services provided
2. Name of contact person and phone number at the facility
3. Approximate square footage of the area serviced
4. Begin and Ending Dates of services performed. If your company is still currently providing services at your referenced location, your End Date for services shall be listed as CURRENT.
5. List of services performed at each facility.

Documentation of references **should be submitted with bid**, or **must** be submitted within five (5) days of request by the Purchasing Division. Failure to comply with this requirement will eliminate bidder from further award consideration.

CONTRACT MANAGER: The Contractor shall provide the name, address, telephone number, fax number, and an email address for the Contract Manager in writing. This information must be kept current throughout the contract, with written notice given to the Agency representative, currently Rhonda Pinsonat.

RPINSONAT@brla.gov

Functioning telephone, cell phone numbers and e-mail addresses that can accept voice mail communications or electronic transmissions must be maintained by the Contract Manager. Any change in telephone, cell phone numbers or e-mail addresses must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

All calls, texts, and pages shall be returned within a two hour period. Functioning telephone, cell phone numbers and email addresses must be maintained by the Contract Manager. Failure to return calls and pages within two hours will constitute grounds for placing Contractor in default. The Contract Manager is responsible for the management and scheduling of work to be performed under this contract. Any person filing this position must have prior approval of the Agency. Any change in telephone, cell phone, or email addresses must be available to the Agency representative within twenty-four (24) hours. Failure to report these changes will constitute grounds for placing the Contractor in default.

Contractor will meet with City-Parish representative prior to the contract commencing to discuss contract service requirements.

NO SMOKING IN ANY LIBRARY OR ON THE LIBRARY GROUNDS.

BASE PRICE: The base price shall include all daily, weekly, monthly services. **The by request services are not part of the Base Price, but are included in location totals.**

SHAMPOO CARPET: Shampooing of carpets will be performed only upon the written request of the Library's representative. Special care shall be taken to ensure the furniture, baseboards, door facings and any other permanent fixtures are not marred or damaged, including carpet. Should damage occur, vendor must reimburse the library for the cost of repair. Remove gum, sticky residue, pick up trash and loose objects, vacuum and spot clean prior to shampooing carpet.

Bidders should be aware that the ***Eden Park Branch Library*** has a sub-floor that will require dry cleaning or the use of less water when cleaning the carpeted areas.

SPOT CLEANING CARPET: *For the purpose of this contract, spot cleaning is defined as cleaning small areas of the carpet using a cleaning solution applied with a microfiber towel. The cleaning solution used should be appropriate for spot cleaning carpets.*

STRIP/WAX BARE FLOORS: Stripping and waxing of hard floor surfaces will be performed only upon the written request of the Library's representative. The required product for stripping is Johnson's Freedom No Rinse Stripper or approved equal by the Library. All edges, baseboards, corners, and door facings are to be cleaned of built-up dirt and other substances embedded in the finish. Floors should be finished with a minimum of three (3) coats of Johnson's Carefree or approved equal and buffing or burnishing the new finish to a high luster. Agency employees will pick up boxes and items off the floor. Heavy items such as furniture will not be moved. Janitorial staff will move book trucks. Remove gum, sticky residue, pick up trash and loose objects, vacuum and spot clean prior to waxing bare floors. Floor receptacles must not be waxed.

NO-WAX FLOORS: The Library continues to replace some floors from carpet to no-wax floors. The Library will supply all cleaning supplies for the new no-wax floors. No other cleaner should be used on these floors, unless approved by the Library's representative. These floors are not to be waxed.

SPECIAL CLEAN/DUST: Podiums, high sills, book stack high tops and baseboards will be cleaned/dusted only upon the written request of the library's representative. Library personnel will remove papers from desk prior to written request for dusting of desks. Normal schedule will be quarterly although, special occasions may cause an additional occurrence.

DUST/VACUUM MINI-BLINDS: Mini-blinds will be dusted or vacuumed at the written request of the library's representative. Normal schedule will be annually although; special occasions may cause an additional occurrence.

EMERGENCY CALL OUTS: Clean up may be required due to patron's "accidents" **only**. A minimum of two (2) hours will be paid for each call out. Emergency call out will be at the request of library's representative.

SIGNS: Contractor must furnish signs to be used when cleaning areas of the library. One sign should read "Cleaning in progress" and another sign should read "Restroom cleaned at (time cleaned)." The signs must be placed on the restroom doors before, during and after cleaning. Vendor also needs to supply 2 each "Wet Floor, Caution" signs for use at each location awarded.

CLEANING SCHEDULES: Daily, weekly and weekend cleaning details are listed for each location. The contractor must post a list of the details of the specifications for each location in the janitorial staff designated area. Contractual duties for each location must be posted for janitorial staff. A schedule of restroom cleaning duties must also be posted to the restroom doors and the schedule must be initialed and the time of cleaning documented on the schedule by the individual responsible for cleaning the restroom.

RECYCLING: The East Baton Rouge Parish Library participates in recycling. The janitorial staff is required to take out recycling materials and place them into the recycling containers provided at each library location. Emptying items to be recycled into the trash receptacle is not acceptable.

DISPOSAL OF WASTE: It shall be the responsibility of the Contractor to dispose of any and all waste liquids off site and in compliance with all federal, state, or local laws and regulations.

RESTROOM DISPENSERS: All restrooms are equipped with dispensers for soap, toilet paper, and toilet seat covers. Some restrooms are equipped with paper towel and air freshener holders. Items are to be bid to fit the current dispensers.

If the janitorial service awarded the contract wishes to change out the dispensers at the beginning of the contract, *they will do so at their cost* and only with Library approval.

SDS SHEETS SHALL BE PROVIDED TO EACH LIBRARY PRIOR TO USE OF ANY CHEMICAL AT THAT LIBRARY LOCATION.

All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Contractor must submit product labels, safety data sheets (SDS) (formerly material safety data sheets) and EPA registry number to the agency prior to work commencing. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause to the contract being canceled.

All high contact areas must be cleaned and sterilized / disinfected at a minimum per CDC guidelines.

The current CDC guidelines can be found at:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

******* IMPORTANT *******

MRSA (Methicillin-resistant staphylococcus aureus)

Cleaning methods must be in compliance with MRSA, which is a resistant strain of the common staph infection which does not respond to normal antibiotics. The normal procedure to remove this highly contagious disease is to "Clinical Cleanse" the area, which means at least once each week the cleaning staff will wipe down common areas such as door, walls, tables and other surfaces that are used by the general populace of the facility. Rest rooms must be Clinically Cleansed daily, general office areas will be Clinically Cleansed monthly or as needed. MRSA resistant shall be listed on the label of the product used.

The product used must be left on the surface for 2 minutes or as designated by the solution's directions, then dried. Each product will have slightly different instructions.

The Contractor is responsible for cleaning and servicing all interior space of the buildings listed in this bid, with the following exceptions, which will be the responsibility of the Agency personnel to maintain:

- All mechanical rooms, heater rooms, fan rooms, electrical rooms, etc.
- The inside of cabinets, cupboards, drawers, etc.
- Computer Division Server Rooms

Cleaning Schedule for:
Baker Branch Library – LOCATION NUMBER 1. (GROUP A)
Items 0001 thru 0007
3501 Groom Road
Baker, LA 70714

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday 9:00 a. m. to 11:00 a.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, ect.);
 - a. Refill dispensers, as needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Baker Branch Library LOCATION NUMBER 1. (GROUP A) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstering cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas/Showcases:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard floor surfaces, including removal of gum, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry door, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc. inside entryway;
- Spot clean entry walls inside building.

Baker Branch Library LOCATION NUMBER 1. (GROUP A) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans.
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to damp mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area;
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.

**Cleaning Schedule for
Scotlandville Branch Library – LOCATION NUMBER 2. (GROUP A)
Items 0008 thru 0014
7373 Scenic Highway
Baton Rouge, LA 70807**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 4:00 p.m. to 7:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 11:00 a.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Scotlandville Branch Library – LOCATION NUMBER 2. (GROUP A) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains and sinks;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Polish water fountains;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, etc. inside entryway;
- Spot clean entry walls inside building.

Scotlandville Branch Library – LOCATION NUMBER 2. (GROUP A) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches;
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Clean and disinfect sinks;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area;
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

**Cleaning Schedule for
Delmont Gardens Branch Library – LOCATION NUMBER 3. (GROUP A)
Items 0015 thru 0021
3351 Lorraine Street
Baton Rouge, LA 70805**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 11:00 a.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors/doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Delmont Gardens Branch Library – LOCATION NUMBER 3. (GROUP A) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains;

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc., inside entryway;
- Spot clean entry walls inside building.

Delmont Gardens Branch Library – LOCATION NUMBER 3. (GROUP A) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks, trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, etc.;

**Cleaning Schedule for
Pride-Chaneyville Branch Library – LOCATION NUMBER 4. (GROUP A)
Items 0022 thru 0028
13600 Pride-Port Hudson Road
Pride, LA 70770**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 11:00 a.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Pride-Chaneyville Branch Library – LOCATION NUMBER 4. (GROUP A) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, etc., inside entryway;
- Spot clean entry walls inside building.

Pride-Chaneyville Branch Library – LOCATION NUMBER 4. (GROUP A) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches;
- Damp mop all hard surface floors, including removal of gum, etc.

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Clean and disinfect sinks;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

**Cleaning Schedule for
Zachary Branch Library – LOCATION NUMBER 5. (GROUP A)
Items 0029 thru 0034
1900 Church Street
Zachary, LA 70791**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 11:00 a.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Zachary Branch Library – LOCATION NUMBER 5. (GROUP A) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, stains etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, etc. inside entryway;
- Spot clean entry walls inside building.

Zachary Branch Library – LOCATION NUMBER 5. (GROUP A) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, stains etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches;
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Clean and disinfect sinks;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area;
- Spot clean doors, door handles and doorframes;
- Clean light switches;
- Damp mop all hard surface floors, including removal of gum, etc.;

**Cleaning Schedule for
Central Branch Library – LOCATION NUMBER 6. (GROUP B)
Items 0035 thru 0041
11260 Joor Road
Baton Rouge, LA 70818**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 11:00 a.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks);
 - a. Refill dispensers, as needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Central Branch Library – LOCATION NUMBER 6. (GROUP B) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains;

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and entry area with glass cleaner;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc., inside entryway;
- Spot clean entry walls inside building.

Central Branch Library – LOCATION NUMBER 6. (GROUP B) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping: All dusting must be performed with microfiber dusting cloths. NO DUST WANDS ALLOWED.

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;
- Clean doors, door handles and doorframes;
- Clean light switches.

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfectant “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.;

**Cleaning Schedule for
Greenwell Springs Road Regional Library – LOCATION NUMBER 7. (GROUP B)
Items 0042 thru 0047
11300 Greenwell Spring Road
Baton Rouge, LA 70814**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 2:00 p.m. to 8:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 11:00 a.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Greenwell Springs Road Regional Library – LOCATION NUMBER 7. (GROUP B) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains;

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces.
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors with glass cleaner;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removing gum, stains, etc. inside entryway;
- Spot clean entry walls inside building.

Greenwell Springs Road Regional Library – LOCATION NUMBER 7. (GROUP B) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Clean sinks, countertops, exterior of appliances;
- Clean doors, door handles and doorframes;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect the “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.;

**Cleaning Schedule for
Jones Creek Regional Branch Library – LOCATION NUMBER 8. (GROUP B)
Items 0048 thru 0054
6222 Jones Creek Road
Baton Rouge, LA 70817**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: Two (2) Full-Time Employees

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 11:00 a.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Jones Creek Regional Branch Library – LOCATION NUMBER 8. (GROUP B) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains;

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors with glass cleaner;
- Clean entry doors, door handles doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, etc. inside entryway;
- Spot clean entry walls inside building.

Jones Creek Regional Branch Library – LOCATION NUMBER 8. (GROUP B) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Clean sinks, countertops, exterior of appliances;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfectant “tub” area.
- Clean light switches;
- Spot clean doors, door handles and doorframes;
- Damp mop all hard surface floors, including removal of gum, etc.;

**Cleaning Schedule for
Bluebonnet Regional Branch Library - LOCATION NUMBER 9. (GROUP B)
Items 0055 thru 0061
9200 Bluebonnet Boulevard
Baton Rouge, LA 70810**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: Two (2) Full-Time Employees

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 11:00 a.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks);
 - a. Refill dispensers, as needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Bluebonnet Regional Branch Library - LOCATION NUMBER 9. (GROUP B) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to damp mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstering cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard floor surfaces, including removal of gum, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc., inside entryway;
- Spot clean entry walls inside building.

Bluebonnet Regional Branch Library - LOCATION NUMBER 9. (GROUP B) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Dust all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.;

Cleaning Schedule for:
Fairwood Branch Library – LOCATION NUMBER 10. (GROUP B)
Items 0062 thru 0068
12910 Old Hammond Hwy.
Baton Rouge, LA 70816

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 11:00 a.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks);
 - a. Refill dispensers, as needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Fairwood Branch Library – LOCATION NUMBER 10. (GROUP B) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstering cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas/Showcases:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard floor surfaces, including removal of gum, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry door, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc. inside entryway;
- Spot clean entry walls inside building.

Fairwood Branch – LOCATION NUMBER 10. (GROUP B) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans.
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to damp mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms/Quiet Reading Room/Group Study Rooms:

Daily Offices/Meeting Rooms/Quiet Reading Room/Group Study Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms/Quiet Reading Room/Group Study Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area;
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.

**Cleaning Schedule for
Carver Branch Library - LOCATION NUMBER 11. (GROUP C)
Items 0069 thru 0074
720 Terrace Avenue
Baton Rouge, LA 70802**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 2:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 2:00 p.m. to 7:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks);
 - a. Refill dispensers, as needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Carver Branch Library – LOCATION NUMBER 11. (GROUP C) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc., inside entryway;
- Spot clean entry walls inside building.

Carver Branch Library – LOCATION NUMBER 11. (GROUP C) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping: All dusting must be performed with microfiber dusting cloths. NO DUST WANDS ALLOWED.

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfectant “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.;

**Cleaning Schedule for
Eden Park Branch Library – LOCATION NUMBER 12. (GROUP C)
Items 0075 thru 0080
5131 Greenwell Springs Road
Baton Rouge, LA 70806**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 11:00 a.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

Eden Park Branch Library has a sub-floor that holds the air conditions/heating vents. These vents need to be vacuumed weekly throughout the building.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and door frames;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Eden Park Branch Library – LOCATION NUMBER 12. (GROUP C) (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc. all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc. inside entryway;
- Spot clean entry walls inside building.

Eden Park Branch Library – LOCATION NUMBER 12. (GROUP C) (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, etc. all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;
- Clean doors, door handles and doorframes;
- Clean light switches.

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfectant “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, etc.;

Schedule of Bid Items for A21-0402

| Item No. | DESCRIPTION OF COMMODITY | QUANTITY | UNIT OF MEASURE | Unit Price | Per Month Cost | Per Year Cost |
|----------|--|----------|-----------------|------------|----------------|---------------|
| 0001 | GROUP A, LOCATION 1 Baker Branch Library 3501 Groom Road, Baker, La. BASE PRICE | 17,900 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0002 | GROUP A, LOCATION 1 Shampoo Carpet | 12,739 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0003 | GROUP A, LOCATION 1 Strip/Wax Ceramic/VCT Tile | 2,800 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0004 | GROUP A, LOCATION 1 Dry Buff (No Wax) | 2,361 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0005 | GROUP A, LOCATION 1 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0006 | GROUP A, LOCATION 1 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0007 | GROUP A, LOCATION 1 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |
| 0008 | GROUP A, LOCATION 2 Scotlandville Library 7373 Scenic Highway BASE PRICE | 17,985 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0009 | GROUP A, LOCATION 2 Shampoo Carpet | 8,078 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0010 | GROUP A, LOCATION 2 Strip/Wax Ceramic/VCT Tile | 2,230 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0011 | GROUP A, LOCATION 2 Dry Buff (No Wax) | 7,677 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0012 | GROUP A, LOCATION 2 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0013 | GROUP A, LOCATION 2 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0014 | GROUP A, LOCATION 2 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |
| 0015 | GROUP A, LOCATION 3 Delmont Branch 3351 Lorraine Street BASE PRICE | 19,000 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0016 | GROUP A, LOCATION 3 Shampoo Carpet | 7,718 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0017 | GROUP A, LOCATION 3 Strip/Wax Ceramic/VCT Tile | 3,769 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0018 | GROUP A, LOCATION 3 Dry Buff (No Wax) | 7,513 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0019 | GROUP A, LOCATION 3 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0020 | GROUP A, LOCATION 3 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0021 | GROUP A, LOCATION 3 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |

| Item No. | DESCRIPTION OF COMMODITY | QUANTITY | UNIT OF MEASURE | Unit Price | Per Month Cost | Per Year Cost |
|----------|---|----------|-----------------|------------|----------------|---------------|
| 0022 | GROUP A, LOCATION 4. Pride-Chaneyville Library, 13600 Pride-Port Hudson Rd. Pride, LA BASE PRICE | 12,086 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0023 | GROUP A, LOCATION 4. Shampoo Carpet | 9,446 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0024 | GROUP A, LOCATION 4 Strip/Wax Ceramic/VCT Tile | 1,684 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0025 | GROUP A, LOCATION 4 Dry Buff (No Wax) | 956 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0026 | GROUP A, LOCATION 4 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0027 | GROUP A, LOCATION 4 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0028 | GROUP A, LOCATION 4 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |
| 0029 | GROUP A, LOCATION 5. Zachary Library 1900 Church Street, Zachary, LA BASE PRICE | 20,000 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0030 | GROUP A, LOCATION 5. Shampoo Carpet | 16,681 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0031 | GROUP A, LOCATION 5 Strip/Wax Ceramic/VCT Tile | 3,319 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0032 | GROUP A, LOCATION 5 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0033 | GROUP A, LOCATION 5 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0034 | GROUP A, LOCATION 5 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |
| 0035 | GROUP B, LOCATION 6. Central Branch 11260 Joor Road BASE PRICE | 18,263 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0036 | GROUP B, LOCATION 6. Shampoo Carpet | 16,223 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0037 | B, LOCATION 6 Strip/Wax Ceramic/VCT Tile | 1,858 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0038 | GROUP B, LOCATION 6 Dry Buff (No Wax) | 182 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0039 | GROUP B, LOCATION 6 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0040 | GROUP B, LOCATION 6 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0041 | GROUP B, LOCATION 6 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |

| Item No. | DESCRIPTION OF COMMODITY | QUANTITY | UNIT OF MEASURE | Unit Price | Per Month Cost | Per Year Cost |
|----------|---|----------|-----------------|------------|----------------|---------------|
| 0042 | GROUP B, LOCATION 7 Greenwell Springs Road Regional, 11300 Greenwell Springs Road BASE PRICE | 30,827 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0043 | GROUP B, LOCATION 7 Shampoo Carpet | 18,897 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0044 | GROUP B, LOCATION 7 Dry Buff (No Wax) | 11,930 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0045 | GROUP B, LOCATION 7 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0046 | GROUP B, LOCATION 7 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0047 | GROUP B, LOCATION 7 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |
| 0048 | GROUP B, LOCATION 8 Jones Creek Regional 6222 Jones Creek Road BASE PRICE | 37,499 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0049 | GROUP B, LOCATION 8 Shampoo Carpet | 30,690 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0050 | GROUP B, LOCATION 8 Strip/Wax Ceramic/VCT Tile | 1,024 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0051 | GROUP B, LOCATION 8 Dry Buff (No Wax) | 5,785 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0052 | GROUP B, LOCATION 8 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0053 | GROUP B, LOCATION 8 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0054 | GROUP B, LOCATION 8 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |
| 0055 | GROUP B, LOCATION 9 Bluebonnet Regional Library BASE PRICE | 37,600 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0056 | GROUP B, LOCATION 9 Shampoo Carpet | 23,310 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0057 | GROUP B, LOCATION 9 Strip/Wax Ceramic/VCT Tile | 4,946 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0058 | GROUP B, LOCATION 9 Dry Buff (No Wax) | 9,344 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0059 | GROUP B, LOCATION 9 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0060 | GROUP B, LOCATION 9 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0061 | GROUP B, LOCATION 9 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |

| Item No. | DESCRIPTION OF COMMODITY | QUANTITY | UNIT OF MEASURE | Unit Price | Per Month Cost | Per Year Cost |
|----------|---|----------|-----------------|------------|----------------|---------------|
| 0062 | GROUP B, LOCATION 10 Fairwood Branch Library 12910 Old Hammond Hwy. BASE PRICE | 13,718 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0063 | GROUP B, LOCATION 10 Shampoo Carpet | 9,038 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0064 | GROUP B, LOCATION 10 Strip/Wax Ceramic/VCT Tile | 736 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0065 | GROUP B, LOCATION 10 Dry Buff (No Wax) | 3,944 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0066 | GROUP B, LOCATION 10 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0067 | GROUP B, LOCATION 10 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0068 | GROUP B, LOCATION 10 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |
| 0069 | GROUP C, LOCATION 11 Carver Branch 720 Terrace Avenue BASE PRICE | 12,000 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0070 | GROUP C, LOCATION 11 Shampoo Carpet | 10,022 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0071 | GROUP C, LOCATION 11 Strip/Wax Ceramic/VCT Tile | 1,978 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0072 | GROUP C, LOCATION 11 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0073 | GROUP C, LOCATION 11 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0074 | GROUP C, LOCATION 11 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |
| 0075 | GROUP C, LOCATION 12 Eden Park Library 5131 Greenwell Springs Road BASE PRICE | 14,026 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0076 | GROUP C, LOCATION 12 Shampoo Carpet | 13,541 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0077 | GROUP C, LOCATION 12 Strip/Wax Ceramic/VCT Tile | 485 | PER SQ FT | \$_____ | \$_____ | \$_____ |
| 0078 | GROUP C, LOCATION 12 Special Clean/Dust | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0079 | GROUP C, LOCATION 12 Dust/Vacuum Blinds | 1 | PER OCCURRENCE | \$_____ | \$_____ | \$_____ |
| 0080 | GROUP C, LOCATION 12 Emergency Call Out, per hour charge. | 1 | HOUR | \$_____ | \$_____ | \$_____ |

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

BIDDER IS:

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID.

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM.

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____ a corporation organized under the laws of the State of _____ and domiciled in _____ was held this day of _____, 20____ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the _____ day of _____, 20____, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This _____ day of _____, 20____.

SECRETARY

SAMPLE AGREEMENT

THIS AGREEMENT, made and entered into at Baton Rouge, Louisiana, effective the ____ day of _____ 20____, by and between the City of Baton Rouge and Parish of East Baton Rouge (herein after called ("Owner")) and _____ (herein after called "Contractor").

The Contractor shall perform all work required by the Contract Documents for the following services:

Annual Contract Number and Title: _____ for the contract period of: _____

1. The following Contract Documents are all hereby made a part of this Agreement to the same extent as if incorporated herein in full:
 - A. Bid Documents complete with terms and conditions
 - B. The Contractor's Proposal with all attachments.
 - C. The Specifications
 - D. The following enumerated addenda: _____
2. No amendment to this Contract shall be made except upon the written consent of the parties.
3. Insurance and Indemnity requirements shall conform to those stated in the specifications.
4. Contractor shall be paid an amount based on the attached Exhibit A:
5. Right to Audit/Records Retention. The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract. Louisiana Revised Statute 44:36 Preservation of Records states that public records shall be preserved and maintained for a period of at least (3) three years from the date on which the public record was made.
6. Payment terms for services will be Net 30 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first written above.

WITNESS:

**CITY OF BATON ROUGE
AND PARISH OF EAST BATON ROUGE
Owner**

By _____
Sharon Weston Broome, Mayor-President
Or
Kris R. Goranson, Purchasing Director

WITNESS:

Contractor

By _____

(Typed Name and Title)

Approved as to form:

Parish Attorney's Office